Dickson County Board of Education 817 North Charlotte Street Dickson, TN 37055 (615) 446-7571 Fax # (615) 441-1375	Purchase Requisition

Reference#

GIVE COMPLETE INFORMATION FOR EACH CATEGORY	
Name:	Company:
School:	Address:
Department:	City, State, Zip:
Source of Funding:	Date:

Quantity	Catalog Number	Description of Items	Price	Extension
Signature of Supervisor:			Shipping & Handling (5% calculated)	
Applicant's Signature: (If all goods have been received)			TOTAL	

NOTE: All packaging slips and invoice materials must be signed and returned to the central office.

Make three copies of this requisition. Keep one and send two to the central office for purchase order.

VENDOR ORDER FORMS MAY BE USED IN LIEU OF THIS REQUISITION FORM. (2 COPIES)